

October 5, 1999

IMPORTANT DEADLINE!
OCTOBER 15, 1999

MEMORANDUM

TO: Business Officers

FROM: Kennon D. Briggs, Vice President for Business and Finance

SUBJECT: Summary of College Budget Request

Enclosed for your information is a copy of the "Summary of College Budget Request." This document was approved by the State Board of Community Colleges at its September 29 meeting and reflects only those colleges that reported their budget within the 2 percent allowable transfer restriction. This document will serve as a final notice for your board of trustees to officially adopt your Budget Resolution for fiscal year 1999-00.

If you have not forwarded an approved **signed copy** of your Budget Resolution, or your DCC 2-1, please do so as soon as possible. If a signed copy of the budget resolution cannot be obtained by October 15, 1999, please call Gina Sampson of this office.

Thank you.

KDB/ahd

Attachment

pc: Presidents
Larry Morgan
Alice Smith
Annette Dishner

CC99-268
Paper Copy